

# Morale, Welfare and Recreation



## FY-04 & FY-05 Training Program

NAVY PERSONNEL COMMAND  
MWR TRAINING BRANCH PERS-654  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-6540

June 03



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## **FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

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**FOREWORD**

The Navy Personnel Command (NPC) through the Navy Morale, Welfare and Recreation Training Branch (PERS-654), Millington, Tennessee, offers mission related, essential training courses for personnel associated with the recreation and club operations throughout the Navy. This brochure describes the course offerings and provides schedule and quota information. Activities desiring to utilize the courses offered should follow the instructions provided. Open enrollment courses (courses listed in this catalog) are offered tuition free to employees of Navy military MWR activities, although there may be activity fees to help defray the cost of instructor travel or the cost of training rooms or equipment. As each course is announced, activity fees will be specified. Courses offered through the Army or Air Force have full or partial tuition charges.

Courses are available to Consolidated Bachelors' Quarters and civilian MWR (civilian recreation funds and cafeterias) and to others for whom the courses are appropriate. A tuition fee of \$50 per day of instruction will be charged in addition to any activity fees.

This schedule offers as many courses in as many different areas of the world as can be arranged with current resources. Our intent is to minimize student travel and per diem costs, making training accessible to as many qualified students as possible.

We will contact the commands indicated as host sites for training at least 120 days prior to any scheduled training. We ask that they provide a liaison officer, training site, and other logistic requirements.

**FOREWORD  
(cont.)**

Please keep this brochure for reference throughout FY-04. If we change the schedule, a current schedule will be available throughout the year on the NPC MWR homepage:  
[www.mwr.navy.mil](http://www.mwr.navy.mil)

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**REQUEST  
COURSES**

Because Navy MWR is so “far flung” and diverse in its needs, this schedule may not suit your MWR Department’s training requirements. The training program is designed to be taken on the road rather than depending on a central training site for all classes. Many MWR Departments around the world find it beneficial to bring a course or courses to their base vice sending students to a scheduled course.

For the same cost as sending one student away on TDY, a course manager can come to your base and train your whole staff. See the course descriptions for more information.

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**CONTINUING  
EDUCATION  
UNITS**

Continuing Education Units (CEUs) will be awarded to all students successfully completing NPC MWR Training Branch (PERS-654) courses. A “CEU” is roughly defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. In other words, if a class has 35 hours of instruction, you would earn 3.5 CEUs for successfully completing it.

CEUs are now being required by many professional organization certification programs. CEUs earned in NPC MWR training courses may be used to fulfill those requirements. CEUs should not be confused with college credits--there is no direct relationship between the two.

As part of the requirements of the International Association for Continuing Education and Training (the organization which sets standards for CEUs), the NPC MWR Training

**CONTINUING  
EDUCATION  
UNITS (cont.)**

Branch (PERS-654) must keep a record on each student who earns CEUs. If you should ever need a transcript of the CEUs awarded you by NPC, send a request to the following address:

Navy Personnel Command  
MWR Training Branch PERS-654  
5720 Integrity Drive  
Millington, TN 38055-6540

As a guide in selecting appropriate courses, we are providing the Course Selection Grid on the following pages. These are NPC MWR Training Branch recommendations, based on known job requirements for the titles listed. If you need further information, please contact NPC MWR Training Branch.

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## COURSE SELECTION GRID

*Read **Down** to find the line with your job title and **Across** that line to find appropriate courses.*

Position Title	Catering Professionals' Course (CX)	Culinary Skills Course - Catering (CS)	Culinary Skills Course - Full Service (CC)	Culinary Skills Course - Snack Bar (FF)	Fleet Recreation Management (FRM)	Joint Services Food & Beverage - Automation Course (FA)	Joint Services Food & Beverage - Management Course (FB)	Leadership Skills for Managers (LSFM)	MWR Mangers' Course	MWR Senior Managers' Financial Management	NAFI Fiscal Oversight and Internal Controls Review	Nonappropriated Fund Procurement Training NAF Contracting - BASIC	Nonappropriated Fund Procurement Training NAF Contracting - ADVANCED	Recreation and Mess Central Accounting System (RAMCAS)	Star Service: Coordinator Training	Star Service: Facilitator Certification
Accounting Clerk/ Technician/Bookkeeper												♦	♦	♦	♦	♦
Afloat Fitness Director					♦					♦		♦			♦	
Afloat Recreation Specialist					♦			♦	♦	♦		♦	♦		♦	
Any Supervisor								♦							♦	♦
Aquatic Manager								♦	♦						♦	♦
Asst Club/Annex Manager								♦	♦						♦	♦
Asst Rec Program Mgr								♦	♦						♦	♦
Athletic Director								♦	♦	♦		♦			♦	♦
Auditor											♦	♦	♦		♦	
Auto Hobby Manager								♦	♦		♦				♦	♦
Bowling Manager								♦	♦	♦	♦	♦			♦	♦
Business Manager								♦	♦	♦		♦	♦		♦	♦
Branded Concepts Managers (e.g. Market St. Grill)								♦	♦						♦	♦
Catering Manager	♦	♦						♦	♦						♦	♦
CDC Assistant Director								♦	♦						♦	♦
CDC Director								♦	♦						♦	♦
CDC Program Administrator								♦	♦						♦	♦
CDC Training Curriculum Specialist								♦	♦						♦	♦
Chef/Food Mgt/Lead Cook	♦		♦					♦	♦						♦	♦
Child Care Field Rep								♦	♦	♦	♦			♦	♦	
CHNAVPERS Program Specialist								♦	♦	♦	♦	♦	♦	♦	♦	♦
Club Manager (with full service dining)						♦		♦	♦			♦			♦	♦
Clubs Coordinator						♦		♦	♦	♦					♦	♦
Community Activities Dir								♦	♦	♦	♦				♦	♦

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## COURSE SELECTION GRID (cont.)

Position Title	Catering Professionals' Course (CX)	Culinary Skills Course - Catering (CS)	Culinary Skills Course - Full Service (CC)	Culinary Skills Course - Snack Bar (FF)	Fleet Recreation Management (FRM)	Joint Services Food & Beverage - Automation Course (FA)	Joint Services Food & Beverage - Management Course (FB)	Leadership Skills for Managers (LSFM)	MWR Mangers' Course	MWR Senior Managers' Financial Management	NAFI Fiscal Oversight and Internal Controls Review	Nonappropriated Fund Procurement Training NAF Contracting - BASIC	Nonappropriated Fund Procurement Training NAF Contracting - ADVANCED	Recreation and Mess Central Accounting System (RAMCAS)	Star Service: Coordinator Training	Star Service: Facilitator Certification
Cook/Food Service Worker															♦	♦
Craftech Manager								♦	♦		♦				♦	♦
CSSO Manager								♦	♦		♦			♦	♦	♦
Deputy MWR Director								♦	♦	♦		♦	♦		♦	♦
Echelon II/III MWR Coord								♦	♦	♦		♦	♦		♦	♦
Family Child Care Director								♦	♦						♦	♦
Fitness Director								♦	♦	♦		♦			♦	♦
Fleet Field Representative					♦			♦	♦	♦		♦	♦		♦	
Fleet Fund Custodian					♦											
Fleet Rec Audit Board Member					♦											
Fleet Recreation Coordinator					♦			♦	♦	♦		♦	♦		♦	♦
Fleet Recreation Officer					♦										♦	
Food/Bar/Snack Bar Manager								♦	♦						♦	♦
Food Court Manager								♦	♦						♦	♦
Fund Custodian								♦		♦				♦	♦	
Golf Manager								♦	♦	♦	♦	♦			♦	♦
Greens Superintendent								♦							♦	♦
ITT Manager								♦	♦		♦				♦	♦
Maintenance Foreman								♦							♦	♦
Marina Manager								♦	♦	♦	♦	♦			♦	♦
MWR Division Director								♦	♦	♦	♦	♦	♦		♦	♦
MWR Director						♦		♦	♦	♦		♦	♦		♦	♦
Outdoor Rec Manager						♦		♦	♦		♦				♦	♦
Personnelist								♦	♦						♦	♦
Pro-shop Manager								♦			♦				♦	♦
Procurement Clerk									♦			♦	♦		♦	
Program Manager								♦	♦						♦	♦

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## COURSE SELECTION GRID (cont.)

Position Title	Catering Professionals' Course (CX)	Culinary Skills Course - Catering (CS)	Culinary Skills Course - Full Service (CC)	Culinary Skills Course - Snack Bar (FF)	Fleet Recreation Management (FRM)	Joint Services Food & Beverage - Automation Course (FA)	Joint Services Food & Beverage - Management Course (FB)	Leadership Skills for Managers (LSFM)	MWR Mangers' Course	MWR Senior Managers' Financial Management	NAFI Fiscal Oversight and Internal Controls Review	Nonappropriated Fund Procurement Training NAF Contracting - BASIC	Nonappropriated Fund Procurement Training NAF Contracting - ADVANCED	Recreation and Mess Central Accounting System (RAMCAS)	Star Service: Coordinator Training	Star Service: Facilitator Certification
Recreation Aid								♦	♦						♦	
Recreation Director								♦	♦	♦	♦	♦	♦		♦	♦
Recreation Specialist								♦	♦						♦	♦
Rental Gear Lock Mgr								♦	♦		♦				♦	♦
Special Events Coordinator								♦	♦						♦	♦
Station Librarian								♦	♦						♦	♦
Teen Program Manager								♦	♦							♦
Theater Manager								♦	♦		♦					♦
Ticket Agents											♦					
Tour Coordinator								♦	♦							
YA/SS Program Director								♦	♦							♦
Youth Activities Director								♦	♦		♦	♦				♦
Youth Sports Director								♦	♦							♦

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**CONSOLIDATED  
BACHELORS'  
QUARTERS AND  
CIVILIAN MWR**

Consolidated Bachelors' Quarters and civilian MWR (civilian recreation fund cafeteria) personnel may attend courses shown on the chart on the next page. Please check the grid for courses that pertain to job titles. There is a fee for each course; the breakdown is as follows:

\$250.00 = 5 Day Course (LSFM, MWR Managers',  
RAMCAS)

Your activity will be billed at the completion of the course. Course descriptions, locations, and quota information are located on pages 9 through 70 of this brochure. For additional information please contact Veronica Williams at: DSN 882-6717 or Commercial (901) 874-6717 or e-mail: [veronica.williams@persnet.navy.mil](mailto:veronica.williams@persnet.navy.mil)

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## COURSE SELECTION GRID

Position Title	Catering Professionals' Course (CX)	Culinary Skills Course - Catering (CS)	Culinary Skills Course - Full Service (CC)	Culinary Skills Course - Snack Bar (FF)	Fleet Recreation Management (FRM)	Joint Services Food & Beverage - Automation Course (FA)	Joint Services Food & Beverage - Management Course (FB)	Leadership Skills for Managers (LSFM)	MWR Mangers' Course	MWR Senior Managers' Financial Management	NAFI Fiscal Oversight and Internal Controls Review	Nonappropriated Fund Procurement Training NAF Contracting - BASIC	Nonappropriated Fund Procurement Training NAF Contracting - ADVANCED	Recreation and Mess Central Accounting System (RAMCAS)	Star Service: Coordinator Training	Star Service: Facilitator Certification
Civilian Cafeteria/ Food Service Manager								♦							♦	♦
Civilian Recreation Mgr/ Recreation Specialist								♦			♦				♦	♦
Civilian MWR Personnel/ Payroll Clerk															♦	♦
Civilian MWR Bookkeeper/ Accountant														♦	♦	♦
Civilian MWR Cafeteria Manager							♦	♦	♦						♦	♦
BQ Manager								♦		♦		♦	♦		♦	♦

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Catering Professionals' Course (CX)**

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<b>COURSE TITLE</b>	Catering Professionals' Course (CX)
<b>COURSE LENGTH</b>	Eight Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>This course is designed to provide catering and banquet service management and sales personnel with skill and knowledge-based training in catering related subjects. The course includes hands-on training in proper banquet set-up, presentation, and service as well as classroom discussion and demonstration and industry presentations. Students will learn both formal and informal banquet service, sharpen their skills in sales, brochure design and pricing and costing menus.</p>
<b>TOPICS COVERED</b>	<ul style="list-style-type: none"><li>• Brochure Design</li><li>• Protocol</li><li>• Costing and Pricing Menus/recipes</li><li>• Formal and Informal Banquet service</li><li>• Increasing Wedding Reception Sales</li><li>• Completing Party Contracts</li><li>• Theme Banquets</li><li>• Banquet Practicum (Hands on Production &amp; Service for banquet service)</li><li>• Sales and Pre-qualifying clients</li></ul>

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**PERSONNEL TO  
BE TRAINED**

Catering/Banquet Managers and Sales Personnel, Managers of clubs who have responsibility for Catering service. Personnel who are being groomed for these management positions.

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**COURSE  
SCHEDULE  
FY-04**

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Class No.	Location	Dates
CX 04-1	Fort Lee, VA	27 Jan - 5 Feb 2004
CX 04-2	Fort Lee, VA	24 Aug - 2 Sep 2004

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**QUOTA &  
TUITION  
INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$900.00 for the 2 week course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the student.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Culinary Skills Course - Catering (CS)**

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<b>COURSE TITLE</b>	Culinary Skills Course - Catering (CS)
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<b>COURSE LENGTH</b>	Eight Days
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<b>SYNOPSIS OF INSTRUCTION</b>	<p>This course is designed to meet the needs of activities with heavy catering volume. During the course, student performance includes the use of efficient methods of food production and following standardized recipes for catering and banquet functions. Recipes used are adapted from the Navy Catering Program recipe book. By following a proven method of instruction, students work to meet exacting standards of production quality. Items prepared in the course include:</p>
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- Maître d'Hotel Butter
- Plate Garnishes
- Baked Cod Polonaise
- Steamed Vegetables
- Waldorf and Chef Salads
- Smothered Sirloin
- London Broil
- Prime Rib Au Jus
- Cajun Chicken
- Poached Salmon in Dill Sauce
- Beef Bourguignon
- Chicken Parmesan
- Stuffed Chicken Breast
- Stir-Fried Vegetables

**SYNOPSIS OF INSTRUCTION**

Students learn and practice skills dealing with the following:

- Safe Food Handling and Sanitation Procedures
  - Weighing and Measuring
- 

**PERSONNEL TO BE TRAINED**

This course is open for cooks, chefs, and kitchen managers involved with the hands-on production of catering and banquet functions from the Army, Navy, Air Force, and Marine Corps.

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**COURSE SCHEDULE FY-04**

Class No.	Location	Dates
CS 04-1	Fort Lee, VA	20-29 Apr 2004
CS 04-2	Fort Lee, VA	27 Jul - 5 Aug 2004

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**QUOTA & TUITION INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$900.00 per course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the students.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Culinary Skills Course - Full Service  
(CC)**

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**COURSE TITLE** Culinary Skills Course - Full Service (CC)

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**COURSE  
LENGTH** Five Days

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**SYNOPSIS OF  
INSTRUCTION** During the course, students follow an outline that guides them through video demonstrations, reading assignments, and practices that culminate in quality products meeting specific standards. Using industry standard preparation methods and guidelines students gain a better understanding of recipe terminology and the importance of setting specific standards of quality by practicing a variety of tasks including:

- Poaching
  - Braising
  - Grilling
  - Roasting
  - Garnishing
  - Sauté
  - Sauces
  - Soups
  - Safe Food Handling and Sanitation Procedures
  - Weighing and Measuring
- 

**PERSONNEL TO  
BE TRAINED** This course is open to cooks and food service workers with a minimum of one-year experience in full service food operations from the Army, Navy, Air Force, and Marine Corps.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**COURSE  
SCHEDULE  
FY-04**

Class No.	Location	Dates
CC 04-1	Fort Lee, VA	17-21 Nov 2003
CC 04-2	Fort Lee, VA	24-28 May 2004

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**QUOTA &  
TUITION  
INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$500.00 per course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the student.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Culinary Skills Course - Snack Bar (FF)**

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<b>COURSE TITLE</b>	Culinary Skills Course - Snack Bar (FF)
<b>COURSE LENGTH</b>	Five Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>Standards and consistency are keys to restaurant success. This one-week course is designed to meet the training needs of food operations that provide quick-service type menus, including short order and daily specials. Emphasis is on specific standards and consistency required at restaurants such as Primo's Express, Reggies's Beverage Co., Strike Zone and Sports U.S.A., etc.</p> <p>Students will implement basic food operation techniques and culinary skills to meet industry standards and provide consistency required in quick service and snack bar operations.</p>
<b>TOPICS COVERED</b>	<ul style="list-style-type: none"><li>• Demonstrate efficient methods of food production</li><li>• Follow standardized recipes</li><li>• Apply sanitation and safety procedures</li><li>• Prepare hot and cold sandwiches</li><li>• Produce pizza and pasta menu options</li><li>• Prepare salad, soup and convenience foods</li><li>• Demonstrate deep fat frying, grilling and broiling techniques</li></ul>

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**PERSONNEL TO  
BE TRAINED**

Students attending should be skill-level food production workers involved in daily, quick service and snack bar operations. They must not have basic cooking skills, including: sanitation, safety, vegetable cuts, and weighing and measuring recipe items.

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**COURSE  
SCHEDULE  
FY-04**

Class No.	Location	Dates
FF 04-1	Fort Lee, VA	1-5 Dec 2003
FF 04-2	Fort Lee, VA	9-13 Aug 2004

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**QUOTA &  
TUITION  
INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$500.00 per course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the student.

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## **FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

### **Fleet Recreation Management (FRM)**

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<b>COURSE TITLE</b>	Fleet Recreation Management (FRM)
<b>COURSE LENGTH</b>	Four Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>The Fleet Recreation Management (FRM) Course is designed to help you learn to use the FRM Desk Reference in performing all essential Fund Custodian and Recreation Services Officer duties. The training consists of 14 performance-based modules.</p>
<b>TOPICS COVERED</b>	<ul style="list-style-type: none"><li>• Draft Recreation Program Calendar</li><li>• Evaluate Recreation Program</li><li>• Plan Recreation Program</li><li>• Prepare/Submit Financial Records/Reports</li><li>• Track Subsidiary Account Funds</li><li>• Base MWR Tour</li><li>• Facilitate Brainstorming Session</li><li>• Develop Ship's Financial Plan</li><li>• Control Property</li><li>• Apply Official Policy</li><li>• FRM Desk Reference Walkabout</li><li>• Procure Supplies, Services or Equipment for Recreation Program</li><li>• Dispose of Property</li><li>• Maintain/Establish Recreation Fund Internal Controls</li><li>• Prepare for and Conduct a Brief</li></ul>

## **FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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### **PERSONNEL TO BE TRAINED**

Actual and prospective Fleet Recreation Services Officers and Recreation Fund Custodians. Other personnel may be recommended at the discretion of the command.

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### **COURSE INFORMATION**

Fleet Recreation Management Courses are not listed in this manual. This course is coordinated, scheduled and conducted by the local Fleet Recreation Coordinator (FRC). Courses are intended primarily for personnel in the immediate geographical area of the course location. The course is designed for at least six and no more than twelve people. Commands not in the immediate geographical location of a FRC should contact their MWR Department or Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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### **CONTINUING EDUCATION UNITS**

- 3.2 CEU's will be awarded upon successful completion.
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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Joint Services Food & Beverage  
Automation Course (FA)**

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<b>COURSE TITLE</b>	Joint Services Food & Beverage Automation (CX)
<b>COURSE LENGTH</b>	Four Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>Automation is essential to the Food and Beverage function. This is a four-day, hands-on computer software course that focuses on the practical applications of Army standard Food and Beverage management software programs in day-to-day operations. The software programs include FOOD-TRAK, Event Master and CaterMate. This course is designed exclusively for individuals assigned to supervisory positions in food, beverages and catering or hospitality activities. Individuals assigned as systems administrators or ISOs should not apply for this course.</p> <p>Students will apply basic computer skills to implement FOOD-TRAK, Event Master and CaterMate management software programs in the operation of food and beverage programs.</p>
<b>TOPICS COVERED</b>	<ul style="list-style-type: none"><li>• Install, set up, and maintain FOOD-TRAK, Event Master and CaterMate management software.</li><li>• Gain an understanding of other Food and Management software.</li></ul>

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**PERSONNEL TO  
BE TRAINED**

Students must have basic computer skills, including working knowledge of Windows 95/98 and MS DOS. High-school graduate level reading and math skills are required.

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**COURSE  
SCHEDULE  
FY-04**

Class No.	Location	Dates
FA 04-1	Fort Lee, VA	20-23 Jan 2004 FOOD-TRAK
FA 04-2	Fort Lee, VA	24-27 Feb 2004 Event Master
FA 04-3	Fort Lee, VA	11-14 May 2004 FOOD-TRAK
FA 04-4	Fort Lee, VA	13-16 Jul 2004 Event Master

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**QUOTA &  
TUITION  
INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$1400.00 for the 3 week course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the student.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Joint Services Food & Beverage  
Management Course (FB)**

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<b>COURSE TITLE</b>	Joint Services Food & Beverage Management
<b>COURSE LENGTH</b>	Three Weeks
<b>SYNOPSIS OF INSTRUCTION</b>	<p>This course is designed to provide traditional club hospitality/ food service management personnel with skill and knowledge-based training in hospitality related subjects. The course includes hands-on training in proper preparation, presentation and service of a variety of food and beverage products as well as classroom discussion and demonstration. Students will sharpen their skills in supervision of catering, bar, dining room and kitchen operations.</p>
<b>TOPICS COVERED</b>	<ul style="list-style-type: none"><li>• Sanitation</li><li>• Protocol, Dining In/Out and Catering</li><li>• Beverage Management/Operations and Alcohol Seller Intervention Program</li><li>• Food Management/Operations for full service dining</li><li>• Nutrition</li><li>• Food Service Standards</li><li>• Food Service Production</li><li>• Food &amp; Beverage Practicum (Hands on Production &amp; Service for table service)</li><li>• Safety</li><li>• Theme Restaurant and Banquets</li><li>• Safe Food Handling and Sanitation Procedures</li></ul>

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**PERSONNEL TO  
BE TRAINED**

Managers of traditional clubs providing table/full service dining. Assistant managers, or food and beverage managers or restaurant managers in traditional clubs who are being groomed for club management.

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**COURSE  
SCHEDULE  
FY-04**

Class No.	Location	Dates
FB 04-1*	Korea	14-23 Oct 2003
FB 04-2	Fort Lee, VA	9-25 Mar 2004
FB 04-3	Fort Lee, VA	15 Jun - 1 Jul 2004
FB 04-4	Fort Lee, VA	21 Sep - 7 Oct 2004
<i>* Indicates Special Snack Bar (Quick-Service) Management Course</i>		

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**QUOTA &  
TUITION  
INFORMATION**

Quotas are controlled by the Army. Complete an application by visiting the Army's home page and send via e-mail to <http://www.armymwr.com/corporate/operations/humanresources/webmwracademy.asp>; so that it arrives at least 45 days prior to the requested course. Selected applicants will be notified approximately four weeks prior to the course starting date. Requested dates will be considered, but cannot be guaranteed. Their telephone numbers are: Commercial (804) 734-6679/80 or DSN 687-6679/80, Fax commercial (804) 734-6678 or Fax DSN 687-6678. The training site is located in building #3650 C Avenue, Fort Lee, VA. Tuition is \$1400.00 for the 3 week course. Checks should be made payable to: "MWR Culinary Academy" and brought to class on the first day by the student.

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

### Leadership Skills For Managers (LSFM) Training

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<b>COURSE TITLE</b>	Leadership Skills For Managers (LSFM)
<b>COURSE LENGTH</b>	Five Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>This five-day course deals with the management skills which are instrumental for morale, welfare, and recreation (MWR) “managers” to evolve into “leaders”. Course participants receive the Essential Management Competencies (EMC) Desk Reference, which provides step-by-step directions to perform the interpersonal skills needed to effectively lead teams.</p>
<b>MODULES</b>	<p>The LSFM course and the EMC Desk Reference cover the following major management duties and tasks:</p> <p><b>Duty 1.0 Improve Communications</b> deals with listening and speaking for understanding, using nonverbal communications, conducting meetings, briefings and presentations, networking, and communicating for win-win results.</p> <p><b>Duty 2.0 Improve performance</b> deals with improving staff performance, making decisions, testing and prioritizing solutions/decisions, and coaching, counseling, tutoring, mentoring.</p> <p><b>Duty 3.0 Get Organized</b> deals with preparing individual goals and objectives, managing your time and things-to-do, delegating and getting yourself organized.</p>

**MODULES  
(cont.)**

**Duty 4.0    Manage Challenging Situations** deals with working with difficult people, handling customer service complaints, following protocol, managing change, and reducing your stress.

**Duty 5.0    Lead Effectively** deals with walking your talk, building and leading teams, managing a diverse workforce, and empowering your staff/team members.

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**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
San Diego, CA	6-10 Oct 2003	PERS-654
Seattle Region	27-31 Oct 2003	PERS-654
Rota, SP	3-7 Nov 2003	Rota
Mayport, FL	17-21 Nov 2003	PERS-654
NBVC Point Mugu, CA	17-21 Nov 2003	PERS-654
Pearl Harbor, HI	8-12 Dec 2003	PERS-654
San Diego, CA	2-6 Feb 2004	PERS-654
Great Lakes, IL	9-13 Feb 2004	PERS-654
Mid-Atlantic Region	9-13 Feb 2004	PERS-654
Kings Bay, GA	9-13 Feb 2004	PERS-654
Naples, IT	Feb/Mar 2004	Naples
Seattle Region	1-5 Mar 2004	PERS-654
NBVC Point Mugu, CA	5-9 Apr 2004	PERS-654
Yokosuka, JA	3-7 May 2004	Yokosuka
Okinawa, JA	7-11 Jun 2004	Okinawa
Millington, TN	14-18 Jun 2004	PERS-654
San Diego, CA	14-18 Jun 2004	PERS-654
Fallon, NV	21-25 Jun 2004	PERS-654
Lemoore, CA	16-20 Aug 2004	PERS-654
San Diego, CA	23-27 Aug 2004	PERS-654

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**COURSE  
SCHEDULE  
FY-05**

Location	Dates	Quota Controlled By
Mid-Atlantic Region	14-18 Feb 2005	PERS-654
Naples, IT	Feb/Mar 2005	Naples
Okinawa, JA	6-10 Jun 2005	Okinawa

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**PERSONNEL TO  
BE TRAINED**

LSFM is designed for individuals who lead, direct, manage, or supervise others or those being groomed for such positions. These individuals could 1) manage individual MWR programs or support functions, or 2) manage multiple MWR programs, MWR manager in a senior position.

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**QUOTA  
INFORMATION**

Quotas are limited to 12 (must be a minimum of 8) and are controlled by a liaison officer appointed by the command listed under "Quota Control." Courses are intended primarily for personnel in the immediate geographical area of the course location. Quotas should be requested from the command listed under "Quota Control." Commands not in the immediate geographical area of hosting command may request quotas from the command listed under "Quota Control." Requests can be made by completing the Course Application Form on page 87 and faxing to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch, (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**MWR Directors' Seminar**

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**COURSE TITLE** MWR Directors' Seminar

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**COURSE  
LENGTH** Three **FULL** Days

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**SYNOPSIS OF  
INSTRUCTION** The seminar will be conducted by the Navy Personnel Command, MWR Division (PERS-65), Millington, TN, branch heads and key program specialists. It will be centered on the major concerns and issues confronting MWR directors today. The format is designed to allow optimum discussion and debate. Commands sending MWR directors are encouraged to submit topics for discussion in order that the seminar address field concerns. The seminar is designed for MWR directors, newly appointed MWR directors who have not yet assumed the duties, deputy MWR directors and region coordinators.

This seminar is not considered skills training, nor is it intended to qualify anyone for the position of MWR director. Its sole objective is to deepen the knowledge and understanding of those who already hold the position or those who will soon become MWR director/department head.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Millington, TN	2-4 Dec 2003	PERS-654

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**PERSONNEL TO  
BE TRAINED**

MWR directors, newly appointed MWR directors that have not yet assumed the duties, Deputy MWR Directors, MWR Site Managers, Regional Program Managers and Echelon II and III MWR coordinators.

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**QUOTA  
INFORMATION**

Quotas are limited to 25 personnel and are controlled by the Director, Navy Personnel Command, MWR Training Branch (PERS-654), Millington, TN 38055-6540. If you are interested, fax your course application request on page 87 to DSN 882-6847 or Commercial (901) 874-6847, or mail your request to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil).

Quota priority will be given to target delegates who apply for their first seminar.

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## **FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

### **MWR Managers' Course**

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<b>COURSE TITLE</b>	MWR Managers' Course
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<b>COURSE LENGTH</b>	Varies, depending on student experience. Average completion time is five days.
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<b>SYNOPSIS OF INSTRUCTION</b>	<p>This five-day course deals with the tasks most frequently performed by MWR managers. It consists of 9 core modules and 7 special focus modules divided into 2 tracks. The course covers tasks performed by MWR managers such as preparing budgets, analyzing financial data, managing facilities and staff, using official instructions/policy, designing activities, events and program calendars, assessing customer needs, etc. Each student is expected to complete all 9-core modules and one of the two special focus tracks. Students may elect to do additional modules in the other track if time permits.</p>
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	<p>Participants receive a 4-volume, MWR Managers' Desk Reference set. The Desk Reference set is organized into 11 major duty areas and provides procedural guidance on 79 MWR tasks. Participants also receive a diskette that contains all of the forms and work sheets associated with the course; a list of recurring audit/assist visit findings with cites of applicable references; a calendar of events/occurrences for programming ideas; information on Corporate Sponsorship and Open-House Events; a Guide to Appropriated Fund Support; and more.</p>
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**MODULE  
TITLES**

The course consists of the following Modules:

**Core Modules**

- Course Introduction
- Discovering your Desk Reference and Applying Official MWR Policy
- Assessing Needs
- Preparing Procurement Documentation
- Monitoring/Executing MWR Budgets
- Analyzing Financials
- Ensuring Extraordinary Customer Service
- Preparing a Letter-To-Self, Parts 1 & 2 (POA& M of applying course procedures/skills to the job)

**Track # 1 – Program Operations**

- Reviewing/Adjusting Work Schedules
- Preparing Activity/Event Calendars
- Designing Activities/Events
- Reviewing/Establishing Fees, Prices, & Charges

**Track # 2 – Manage Staff**

- Hiring Effectively
- Improving Staff Performance
- Training/Developing Staff

The course begins with an introduction of course procedures and ends with work groups collaborating on plans-of-action developed throughout the week and recorded in the “Letters-To-Self” and other course materials.

A resource module on basic accounting principles is available.



**MODULE  
TITLES  
(cont.)**

The course design requires course participants to collaborate on many of the modules and to participate in the following four Facilitated Group Discussions:

- Use of the Desk Reference set and Official Policy and Procedures
- MWR Program Operations, Activities, and Events
- Financial Management and Responsibility
- Staff Management and Development

**PERSONNEL TO  
BE TRAINED**

Individuals who manage/supervise CAT A, B and C Programs and those who manage/supervise support/business functions, senior MWR managers who supervise program or support managers, other MWR managers positions within the MWR umbrella and persons who are being groomed for any of the above positions.

**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
NBVC Point Mugu, CA	20-24 Oct 2003	PERS-654
Norfolk, VA	27-31 Oct 2003	PERS-654
Great Lakes, IL	27-31 Oct 2003	PERS-654
Keflavik, IC	27-31 Oct 2003	Keflavik
Yokosuka, JA	17-21 Nov 2003	Yokosuka
NBVC Point Mugu, CA	8-12 Dec 2003	PERS-654
San Diego, CA	5-9 Jan 2004	PERS-654
Guantanamo Bay, CU	26-30 Jan 2004	Guantanamo
Naples, IT	26-30 Jan 2004	Naples
Yokosuka, JA	9-13 Feb 2004	Yokosuka
Rota, SP	23-27 Feb 2004	Rota

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**COURSE  
SCHEDULE  
FY-04  
(cont.)**

NBVC Point Mugu, CA	4-5 Mar 2004	PERS-654
Fallon, NV	22-26 Mar 2004	PERS-654
Keflavik, IC	22-26 Mar 2004	Keflavik
Mayport, FL	17-21 May 2004	PERS-654
San Diego, CA	17-21 May 2004	PERS-654
Okinawa, JA	24-28 May 2004	Okinawa
Naples, IT	26-30 Jul 2004	Naples
NBVC Point Mugu, CA	19-23 Jul 2004	PERS-654
Rota, SP	9-13 Aug 2004	Rota
Lemoore, CA	20-24 Sep 2004	PERS-654

**COURSE  
SCHEDULE  
FY-05**

Location	Dates	Quota Controlled By
Great Lakes, IL	25-29 Oct 2004	PERS-654
Yokosuka, JA	7-11 Mar 2005	Yokosuka
Okinawa, JA	23-27 May 2005	Okinawa
Yokosuka, JA	19-23 Sep 2005	Yokosuka

For current schedule information, course announcements, and registration forms. Look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**QUOTA  
INFORMATION**

Quotas are limited to 10 and are controlled by a liaison officer appointed by the command listed under "Quota Control." Courses are intended primarily for personnel in the immediate geographical area of the course location. Quotas should be requested from the command listed under "Quota Control." Commands not in the immediate geographical area of hosting command may request quotas from the command listed under "Quota Control." Requests can be made by completing the Course Application Form on page 87 and faxing to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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**OTHER  
INFORMATION**

Participants will need to make the following preparations to get the most out of the MWR Managers' Course.

Bring the following:

- A simple calculator.
- A list of official Navy and MWR instructions/policies in their Program's/Office's library.
- Program/Office calendar and/or schedules of activities/events.
- Cost, usage and fees for an activity, event or service which is a prime candidate for a price increase.

Have knowledge sufficient to describe the following for your Program/Office:

- Standard Operating Procedures (SOPs)
- Program's/Office's operations and customer service.
- Program's/Office's vision, mission and purpose.
- Staff skills, knowledge, and capabilities.
- Performance improvement systems.
- Current training and training needs.
- Staff schedules.

**OTHER  
INFORMATION  
(cont.)**

- Current purchasing methods.
  - Processes to prepare budgets for your Program/Office.
  - Financial statement analysis.
  - Methods used to gather and analyze customer needs/preference data.
  - Program evaluation procedures.
  - Cost, usage and fees for an activity, event or service which is a prime candidate for a price increase.
  - How your Program/Office currently announces and fills vacancies.
- 



**CONTINUING  
EDUCATION  
UNITS (CEUs)**

- 3.2 CEUs will be awarded for successful completion of a single track;
  - 4.0 CEUs for completion of both.
- 

**PROGRAM  
STANDARDS**

Completion of this course is required in order to be in compliance with the Training Requirements Standard for several CAT A and B programs. Check the MWR website for specific programs and job titles/positions affected.

BUPERSINST 1710.11C, para 316 requires all program activity managers, including those in CAT C programs, to complete this course.

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**TRAINING AT  
YOUR BASE**

If the training needs of your command are not met by the schedule shown, it is possible for NPC MWR Training Branch to schedule this course at your base. You must be willing to pay the travel and per diem expenses for the course manager. This is almost always less expensive than sending several people TDY from your installation to another in order to attend this course. You must have at least six and no more than ten persons to be trained. Some installations invite other nearby installations to the course in order to take full advantage of the training opportunity. If you are interested, fax your request to DSN 882-6847 or Commercial (901) 874-6847, or mail your request to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil).

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**MWR Senior Managers' Financial Course**

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<b>COURSE TITLE</b>	MWR Senior Managers' Financial Management
<b>COURSE LENGTH</b>	Five Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>The MWR Senior Managers' Financial Management deals with the financial management tasks most frequently performed by MWR Senior Managers. It consists of seven modules, which are listed below. Each student is expected to complete all seven modules.</p>
<b>MODULE TITLES</b>	<ul style="list-style-type: none"><li>• Prepare NAF Budget Guidance</li><li>• Prepare Final NAF Budget</li><li>• Monitor NAF Budget Execution</li><li>• Authorize NAF/APF Procurement</li><li>• Analyze Financial Statements</li><li>• Evaluate Current Fees, Charges and Pricing</li><li>• Review and Approve Purchase Documents</li></ul>
<b>PERSONNEL TO BE TRAINED</b>	<p>MWR directors, deputy MWR directors, MWR site managers, MWR division managers, regional or major program managers, MWR financial managers/analysts, MWR business managers/MWR fund custodians, Region Reps/ coordinators, and anyone else in the chain of command whose job requires a working knowledge of the details of MWR financial management.</p>

**PREREQUISITE**

This should not be the first MWR course you attend. MWR managers should have successfully completed other courses like MWR Managers' or Leadership Skills For Managers (LSfM). The MWR Senior Managers' Financial Management Course is an advanced course requiring students to have knowledge of and experience in MWR operations and basic accounting. There is a module on basic accounting available for out-of-class use.

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**COURSE  
SCHEDULE  
FY-04**

<p>This course is available only as a request course. You must be willing to pay travel and per diem expenses of the course manager.</p>
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**OTHER  
INFORMATION**

The MWR Senior Managers' Financial Management Course requires students to use financial documents from **their** MWR Fund (MWRF). It is absolutely imperative that students bring a calculator and all of the following documents with them:

- Current approved NAF budget, complete with narrative(s) (with exhibits).
- The most recent RAMCAS financial statements for the MWRF **without** detailed ledger.
- NAF budget working papers, formatted according to the RAMCAS chart of accounts, by activity, department, and month. These papers should be for:
  - a major program with a resale department, i.e., club, bowling with pro shop or food and beverage, fitness activity with resale, etc., general and admin (00) for MWRF (00)

<p><b>NOTE:</b> It is very important that you have this detailed documentation.</p>
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**OTHER  
INFORMATION  
(cont.)**

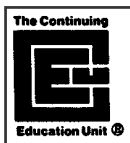
- All available financial and program operational data for an activity, event, service, or product that is a prime candidate for a price increase.
- Current Echelon II and III NAF budget call.
- Any current year Budget Guidance/Budget Guidance Memo – It should include current budget projections for:
  - Utility
  - Public Works
  - NEX profit distribution
  - MWR APF support

Any other sources of revenue for the MWRF for the current year (e.g., United Way, USDA, commercial sponsorships, recycling [RRRP] sales proceeds).

<p><b>NOTE:</b> If you do not have a local MWRF, get all the documentation from a MWRF which you are directly involved.</p>
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It is **essential** that all students have these materials. If not notify the quota control liaison for alternative materials.

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**CONTINUING  
EDUCATION  
UNITS (CEUs)**

- 4.0 CEUs will be awarded upon successful completion.
-

**TRAINING AT  
YOUR BASE**

The FMC course is only a request course. You must be willing to pay the travel and per diem expenses for the course manager. This is almost always less expensive than sending several people TDY from your installation to another base in order to attend this course. You must have at least six and no more than twelve persons to be trained. Some installations invite other nearby installations to the course in order to take full advantage of the training opportunity. If you are interested, e-mail your request to [p654a@persnet.navy.mil](mailto:p654a@persnet.navy.mil) or fax to DSN 882-6847 or Commercial (901) 874-6847. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [p654a@persnet.navy.mil](mailto:p654a@persnet.navy.mil).

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**MWR Support Services Workshop**

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**COURSE TITLE** MWR Support Services Workshop

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**COURSE LENGTH** Four and One Half Days

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**COURSE TRAINING**

The MWR Support Services Workshop will focus on issues that are essential to effective and efficient management and operation of MWR Support Services Offices. This workshop will provide general information on policy, new initiatives, projects and system updates. Additionally, opportunities to clarify issues, answer questions, and for group discussions and networking.

This workshop is designed for business managers, operational directors, CSSO managers/supervisors, administrative officers, and other managers/supervisors with functional responsibilities that include overseeing and preparation of financial documents (RAMCAS and AIMS); appropriated fund (APF) and nonappropriated fund (NAF) budget processes; central cash handling functions; preparation of payroll; and the procurement function.

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**TOPICS COVERED**

- NAF Budget Process
- APF Issues/USA Procedures
- OMN Calls
- RAMCAS Field Accounting Issues
- Banking Issues
- Procurement Issues
- AIMS

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**TOPICS  
COVERED  
(cont.)**

- New Initiatives
  - Risk Management
  - Commercial Sponsorship
  - Personnel Issues
  - Regionalization
  - A-76
  - (Topics are subject to change)
- 

**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Millington, TN	19-23 Apr 2004	PERS-654

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**PERSONNEL TO  
BE TRAINED**

MWR Business Manager, Accounting Supervisor, Support Services Manager, Personnel Manager, or similar MWR business office title.

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**QUOTA  
INFORMATION**

Quotas are limited to 26 and are controlled by a liaison officer appointed by the command listed under "Quota Control." Quotas should be requested from the command listed under "Quota Control." Requests can be made by completing the Course Application Form on page 77 and faxing to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

Quota priority will be given to target delegates who apply for their first seminar.

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

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**NAFI Oversight and Internal Controls  
Review**

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**COURSE TITLE**                      NAFI Fiscal Oversight and Internal Controls Review

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**COURSE  
LENGTH**                              Five Days

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**COURSE  
TRAINING**                              Varies, depending on module(s) selected and student experience. Estimated completion times for the various modules are shown on the chart below. Additionally, the chart depicts the subject(s) covered in each section and the Continuing Education Units (CEUs) by module.

Module Number	Subject	Estimated Completion Time	CEU
ALL	Introduction/Course Procedures	1 Hour	.1
1	Cash Funds and Receipts	12 Hours	1.2
2	Cash in Bank	12 Hours	1.2
3	Sales	16 Hours	1.6
4	Accounts Receivable	12 Hours	1.2
5/6	Procurement, Receiving Accounts Payable, and Disbursements	16 Hours	1.6
7	Payroll	20 Hours	2.0
8	Merchandise and Consumable Inventory	12 Hours	1.2
9	Fixed Assets	12 Hours	1.2
10	Final Audit Report	8 Hours	.8



**COURSE  
TRAINING  
(cont.)**

- NOTES:**
1. Individuals covering more than one of the modules will find a 15-20 percent time savings in skipping repetitive materials.
  2. The allotted training time for this course-managed course is five days.

Students are not expected to complete all of the modules during the five days allotted for the training. Normally 4 modules is the maximum number a person is able to complete, however, it is strongly suggested that Local Audit and Management Control Staffs, members of Local Audit Boards and MWR personnel complete as many modules as possible in a course-managed environment. This will allow the student(s) more one-on-one interface with the Master Course Manager thus ensuring a better understanding of the materials. It's also suggested that personnel such as the collateral duty military, civilian auditors, and MWR employees be trained only in those modules related to their area(s) of responsibility.

In addition to the course-managed course discussed herein, the individual modules may be taken on a self-study basis.

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**SYNOPSIS OF  
INSTRUCTION**

The NAFI Fiscal Oversight and Internal Controls Review training course has been designed to improve the quality of audits, inspections, evaluations, reviews, and/or studies of MWR activities. The course provides management with the skills/knowledge needed to improve the quality of internal controls, record keeping, and adherence to policy. This course is performance-based and self-paced which allows the student to manage his/her own time and effort and work at their own pace. It consists of nine modules, each of which is independent of the other. Each module covers one section of the Fiscal Oversight and Internal Controls Review Program (BUPERSINST 7510.1 series).

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**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Washington, DC	17-21 Nov 2003	PERS-654
Yokosuka, JA	26-30 Jan 2004	Yokosuka
Cape Canaveral, FL	26-30 Jul 2004	PERS-654
Europe	16-20 Aug 2004	Europe

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**PERSONNEL TO  
BE TRAINED**

Military and civilian personnel assigned to local NAFI Fiscal Oversight and Internal Controls Review (audit) Boards, including members of internal review groups. NAFI managers and other MWR personnel responsible for ensuring:

1. The adequacy of internal controls.
2. The accuracy and completeness of financial documents and reports.
3. Compliance with established policies and procedures.

**It is strongly suggested that Senior Management Control Personnel, Heads of Local Audit Boards, and members of local audit staffs attend this training.**

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**OTHER  
INFORMATION**

Pocket calculators are required. All other materials will be provided by NPC MWR Training Branch.

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**CONTINUING  
EDUCATION  
UNITS**

As indicated in the chart on page 37, CEUs will be awarded upon successful completion of desired modules.

<p><b>NOTE:</b> CEUs are not awarded for modules completed on a self-study basis.</p>
---

**TRAINING AT  
YOUR BASE**

If training is needed at your command, you can request this course. Request must be submitted at a minimum 90 days prior to desired date. In the request you must state you will pay for the course manager's travel and per diem, indicate type of funding to be utilized (appropriated or non-appropriated) and time frame desired. You must have at least six and no more than fourteen people to be trained. Additionally, you must complete and forward the "NAFI Fiscal Oversight and Internal Controls Review Student Request Form" (page 55) sixty days prior to course convening date.

**SELF-STUDY  
PROGRAM**

Commands desiring training for personnel who are unable to attend course-managed course may take the self-study course. Request for the self-study course can be made by completing and forwarding the "Training Materials Request Form" (page 55) to the Head, Training Administration Office, Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540, or fax your request to DSN 882-6847 or Commercial (901) 874-6847. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil).



**QUOTA  
INFORMATION**

Quotas are limited to 14 and are controlled by a liaison officer appointed by the command listed under “Quota Control.” Courses are intended primarily for personnel in the immediate geographical area of the course location. Quotas should be requested from the command listed under “Quota Control.” Requests can be made by completing the Course Application Form (page 77) and “NAFI Fiscal Oversight and Internal Controls Review Student Request Form (page 55) **sixty days prior to course convening date**. Fax forms to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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# NAFI FISCAL OVERSIGHT AND INTERNAL CONTROLS REVIEW

LOCATION \_\_\_\_\_

PHONE NO. \_\_\_\_\_

## STUDENT REQUEST FORM

NAME	MODULES										
	MODS	INTRO	1	2	3	4	5/6	7	8	9	10
	CEU	.1	1.2	1.2	1.6	1.2	1.6	2.0	1.2	1.2	.8
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

Note: Maximum of 4 modules per students (excluding intro)

\_\_\_\_\_  
Signature

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**NAFI FISCAL OVERSIGHT AND INTERNAL CONTROLS REVIEW  
TRAINING MATERIALS REQUEST FORM  
(SELF-STUDY COURSE)**

Please print or type

Your name: \_\_\_\_\_

Your relative position to MWR is: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your DSN phone: \_\_\_\_\_

Your commercial phone: \_\_\_\_\_

Name of person(s) to take the course and the module(s) desired:

Name	Module Number	Subject
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that the videotapes and course materials sent as a result of this request are the property of the Navy Personnel Command, Morale, Welfare and Recreation Training Branch (PERS-654) and entrusted to me for the sole purpose of providing training to NAFI Auditors and other authorized personnel. I agree to return all videotapes and other unused materials to NPC Training Branch (PERS-654) by the date specified on the receipt which will accompany these materials.

\_\_\_\_\_  
Your Signature

*“Skill, knowledge, and ability remain long after the cost of training is forgotten.”*

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Nonappropriated Fund Procurement  
Training NAF Contracting - BASIC**

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<b>COURSE TITLE</b>	NAF Contracting - Basic
<b>COURSE LENGTH</b>	Self Paced
<b>SYNOPSIS OF INSTRUCTION</b>	Here is some terrific news! The NAF Basic Contracting Course is available only in a correspondence format. This is the course everyone who needs a NAF Small Purchase Warrant (for supplies and services) must complete.
<b>PERSONNEL TO BE TRAINED</b>	This course is designed to train all personnel involved with purchasing (e.g. requesting, receiving, and contracting functions).
<b>QUOTA INFORMATION</b>	The electronic application should be completed and sent via e-mail to MWRAcademy@CFSC.army.mil. Each enrollee will receive the course materials and a post assessment (a written test). The course takes 16-20 hours to complete and earns 1.6 CEUs for successful completion. Every successful student will receive a certificate of completion that may be used as evidence that the required training for a NAF Small Purchase Warrant (for supplies and services) has been completed. This course will also serve as the prerequisite for the NAF Advanced Contracting Course.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**COURSE  
SCHEDULE**

This course will be offered by correspondence course only.

For current information and how to apply, look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil) or visit the Army's homepage at: <http://www.armymwr.com/corporate/operations/humanresources/web.wracademy.asp> and navigate to the MWR Professionals section, select Operations from the menu, select Jobs and Human Resources, select MWR Academy from list.

---

**TUITION  
FEES**

There is no charge to you for the correspondence course.

---

**POINT OF  
CONTACT**

POC's at NPC: PERS-656C Ada Storms or Brenda Baughman, Commercial: (901) 874-6684, or MWR Training Branch (PERS-654), Commercial: (901) 874-6717.

POC at the Army MWR Academy: Shirley Hodge-Coleman  
Commercial: (703) 275-5880 or DSN: 235-5880.

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

**Nonappropriated Fund Procurement  
Training NAF Contracting - ADVANCED**

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**COURSE TITLE** NAF Contracting - Advanced

---

**COURSE  
LENGTH** Two Weeks

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**SYNOPSIS OF  
INSTRUCTION** This course is designed to give students an in-depth understanding of contract elements, agency law, standards of conduct, and ratification procedures. Students will learn all facets of solicitation and negotiation techniques, the request for proposal process, application of contract pricing and analysis techniques, and the applicability of sealed bidding with respect to nonappropriated fund procurement.

---

**PERSONNEL TO  
BE TRAINED** This course is designed to train contracting officers, purchasing agents and other personnel with the need to know the in-depth procurement process.

---

**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Norfolk, VA	10-20 May 2004	PERS-654

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil).

---

**QUOTA  
INFORMATION**

Navy quotas are controlled by the NPC, MWR Training Branch (PERS-654). Requests can be made by completing the Course Application Form on page 75 and fax to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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**TUITION  
FEES**

There is no registration for Navy students. A registration fee in the amount of \$50.00 per student for Army and \$300.00 per student for Marines is required TWO weeks prior to class convening date.

If the registration fee(s) will be paid from appropriated funds, from another Service, please **mail** a check made payable to NPC. Our mailing address is: Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540. If we do not receive a check at least **TWO** weeks prior to class convening date, you will no longer be registered.

<p><b>NOTE:</b> If you cannot attend but do not cancel your registration at least <b>TWO</b> weeks prior to class convening date, your registration fee will not be returned. You can fax a note to MWR Training Branch (PERS-654) canceling your quota, with an application of an alternate attendee.</p>
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If you work for MWR and the fee will be paid from a MWR NAF Account, the fee will be collected automatically through the Central Fund Accounting Section two weeks prior to class convening date with the charge recorded on your Recreation and Mess Central Accounting System statement.

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**OTHER  
INFORMATION**

As a prerequisite, students must have successfully completed "NAF Contracting - Basic" (or equivalent) prior to attending this course.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR)  
Training Program**

**Recreation and Mess Central  
Accounting System (RAMCAS)**

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**COURSE TITLE** Recreation and Mess Central Accounting System (RAMCAS)

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**COURSE LENGTH** Varies, depending on student experience. Average completion time is five days.

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**SYNOPSIS OF INSTRUCTION** The Recreation and Mess Central Accounting System (RAMCAS) training course deals with major specific tasks routinely performed by field bookkeeping personnel assigned to Morale, Welfare and Recreation Funds. It consists of 18 modules designed to give students enough practice to become competent in doing the tasks taught.

---

- RAMCAS ACCOUNTING COURSE OBJECTIVES**
- **Accounting Job Overview:** Introduce student to the organization and job he or she will be employed in.
  - **Nonappropriated Funds Accounting Basics:** Teach student the fundamental concepts of Navy Accounting.
  - **Using the Chart of Accounts:** Enable student to identify accounts affected by various transactions.
  - **Using the Recreation and Mess Central Accounting System (RAMCAS) User Handbook:** Introduce student to the RAMCAS User Handbook and any remaining concepts needed to perform the accounting function.
  - **Documenting Cash Transactions:** Enable student to prepare the Daily Activity Record Summary.

**RAMCAS  
ACCOUNTING  
COURSE  
OBJECTIVES  
(cont.)**

- **Acquiring and Disposing of Goods and Services:** Enable **student** to document the acquisition and disposition of a variety of goods and services, and to disburse funds.
- **Maintain Bank Accounts and Funds:** Enable student to maintain the Concentration Bank Accounts, Petty Cash, and Change Funds.
- **Documenting Non-Cash Transactions:** Enable student to prepare all documentation required at the end of the accounting period. Enable student to document any non-cash transaction.
- **Reconciling Financial Statements:** Enable student to identify any errors or mistakes on RAMCAS financial statements or local records.
- **Prepare and Maintain Budget Records:** Enable student to prepare and maintain recreation budget records for individual accounts.
- **Controlling forms:** Enable student to keep track of pre-numbered and other documents that are subject to control.
- **Overseas Tasks:** Enable student to master reporting requirements of overseas activities.
- **Decide On-The-Job Training (OJT) Need:** Enable student to decide if OJT is needed to solve an employee performance problem.
- **Prepare a Plan for On-The-Job Training (OJT):** Enable student to prepare a plan for conducting an employee OJT program.
- **Conduct On-The-Job Training (OJT):** Enable student to practice conducting OJT with a colleague who assumes the role of an employee.

**PERSONNEL TO  
BE TRAINED**

Recreation and mess accounting supervisors, clerks, technicians, and bookkeepers. A prerequisite knowledge of basic double-entry accrual accounting is required for all participants. Optional modules of refresher double-entry accrual accounting procedures are available for those participants needing to brush up their skills.

---

**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Mechanicsburg, PA	20-24 Oct 2003	PERS-654
Gulfport, MS	17-21 Nov 2003	PERS-654
Yokosuka, JA	2-6 Feb 2004	Yokosuka
Dahlgren, VA	9-13 Feb 2004	PERS-654
Gulfport, MS	15-19 Mar 2004	PERS-654
Okinawa, JA	12-16 Jul 2004	Okinawa
Europe	23-27 Aug 2004	Europe

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**COURSE  
SCHEDULE  
FY-05**

Location	Dates	Quota Controlled By
Mechanicsburg, PA	25-29 Oct 2004	PERS-654
Okinawa, JA	11-15 Jul 2005	Okinawa

For current schedule information, course announcements, and registration forms look in the Training Section of the NPC MWR homepage: [www.mwr.navy.mil](http://www.mwr.navy.mil)

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**QUOTA  
INFORMATION**

Quotas are limited to 12 personnel and are controlled by a liaison officer appointed by the command listed under "Quota Control." Courses are intended primarily for personnel in the immediate geographical area of the course location. Quotas should be requested from the command listed under "Quota Control." Commands not in the immediate geographical area of the hosting command may request quotas from the command listed under "Quota Control." Requests can be made by completing the Course Application Form on page 87 and faxing to DSN 882-6847 or Commercial (901) 874-6847, or by mailing to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540.

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**OTHER  
INFORMATION**

Pocket calculators are required. Students should have reading and verbal skills that enable them to read articles from American newspapers and discuss them orally and in writing.

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**CONTINUING  
EDUCATION  
UNITS (CEUs)**

- 4.0 CEUs will be awarded upon successful completion.
- 

**TRAINING AT  
YOUR BASE**

If the training needs of your command are not met by the schedule shown, it is possible for NPC MWR Training Branch to schedule this course at your base. You must be willing to pay the travel and per diem expenses for the course manager. This is almost always less expensive than sending several people TDY from your installation to another in order to attend this course. You must have at least six and no more than 12 persons to be trained. Some installations invite other nearby installations to the course in order to take full advantage of the training opportunity. If you are interested, fax your request to

**TRAINING AT  
YOUR BASE  
(cont.)**

DSN 882-6847 or Commercial (901) 874-6847, or mail your request to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil).

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

### Star Service: Coordinator Training

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**COURSE TITLE** Star Service: Coordinator Training

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**COURSE LENGTH** Three Days

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**SYNOPSIS OF  
INSTRUCTION**

The selection and training of a Star Service Training Coordinator is one of the most critical factors for the successful implementation of the Star Service training program. You will want to select self-motivated, organized and creative candidates who are role models of extraordinary customer service and who practice positive interpersonal skills.

The Training Coordinator works side-by-side with the facilitator(s) to plan and manage the program logistics vital to the success of the Star Service training process.

---

**TOPICS  
COVERED**

**Day 1 & 2:** Training Coordinator candidates will go through the AECR program with a Star Service Master Facilitator and identify ways the Star Service Master Coordinator proactively manages the training logistics for the facilitator.

**Day 3:** The Training Coordinator candidates will learn how to:

- Develop a training schedule.
- Issue training invitations.
- Create an adult learning environment.
- Order training materials and adult learning tools.
- Schedule and set-up training rooms.
- Manage and measure the feedback process from each training.

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**PERSONNEL  
TO BE TRAINED**

Self-motivated, organized and creative role models of extraordinary customer service, who practice positive interpersonal skills and who are willing to coordinate Star Service training as a collateral duty.

---

**COURSE  
SCHEDULE  
FY-04**

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Location	Dates	Quota Controlled By
Millington, TN	9-11 Feb 2004	PERS-654
Millington, TN	12-14 Jul 2004	PERS-654

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**COURSE  
SCHEDULE  
FY-05**

---

Location	Dates	Quota Controlled By
Millington, TN	7-9 Feb 2005	PERS-654
Millington, TN	11-13 Jul 2005	PERS-654

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**QUOTA  
INFORMATION**

Quotas are limited to 7 Coordinator candidates and are controlled by the NPC, MWR Training Branch (PERS-654), Millington, TN 38055-6540. If you are interested, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil) for a nomination form.

Quota priority will be given on a first come, first served basis.

---

**OTHER  
INFORMATION**

PERS-65's goal is to ensure that each base/site MWR has one trained Star Service Training Coordinator. NPC MWR Training Branch will provide travel and per diem reimbursement to those MWR Departments who must replace a trained coordinator who has left the system.

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

### Star Service: Facilitator Certification

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<b>COURSE TITLE</b>	Star Service: Facilitator Certification
<b>COURSE LENGTH</b>	Five Days
<b>SYNOPSIS OF INSTRUCTION</b>	<p>The selection and certification of an AECR Facilitator is one of the most critical success factors for the Star Service training component. If you need to replace or train additional AECR Facilitators, select candidates who are role models of extraordinary customer service and who practice positive interpersonal skills.</p> <p>Facilitator candidates will be trained to facilitate a Navy MWR customized version of AchieveGlobal's award winning foundation customer relations training program -- Achieving Extraordinary Customer Relations.</p>
<b>TOPICS COVERED</b>	<p><b>Day 1 &amp; 2:</b> Candidates will go through the AECR program with a Star Service Master Facilitator. This is called the “modeling phase” as it provides the opportunity for facilitator candidates to watch an experienced Master Facilitator “in action”.</p> <p><b>Day 3:</b> Candidates will prepare to practice facilitating. A variety of professional development topics, including adult learning theory and concepts, tips and techniques and specific instructions for how to use and prep their facilitator guide and charts.</p>

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**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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**TOPICS  
COVERED  
(cont.)**

**Day 4 & 5:** Candidates will facilitate one module of the program to the rest of the group. The Master Facilitator will evaluate each facilitator candidate on the following:

- Maintains energy while facilitating.
  - Establishes and maintains rapport with group.
  - Follows the Facilitator Guide to facilitate the program content (i.e., text reading, exercises, videos, discussions).
  - Helps participants see relevance of training to their jobs.
  - Uses Facilitator Guide, charts, and video effectively.
- 

**PERSONNEL  
TO BE TRAINED**

Front line employees or mid-level managers who are role models of extraordinary customer service and who practice positive interpersonal skills and want to facilitate training as a collateral duty.

---

**COURSE  
SCHEDULE  
FY-04**

Location	Dates	Quota Controlled By
Millington, TN	9-13 Feb 2004	PERS-654
Millington, TN	12-16 Jul 2004	PERS-654

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**COURSE  
SCHEDULE  
FY-05**

Location	Dates	Quota Controlled By
Millington, TN	7-11 Feb 2005	PERS-654
Millington, TN	11-15 Jul 2005	PERS-654

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**QUOTA  
INFORMATION**

Quotas are limited to 8 Facilitator candidates and are controlled by the NPC, MWR Training Branch (PERS-654), Millington, TN 38055-6540. If you are interested, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil) for a nomination form.

Quota priority will be given to those bases who have no certified facilitator and then on a first come, first served basis.

---

**OTHER  
INFORMATION**

PERS-65's goal is to ensure that each base/site MWR has at least one certified AECR facilitator. NPC MWR Training Branch will provide travel and per diem reimbursement to those MWR Departments who must replace a certified facilitator who has left the system.

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**TRAINING AT  
YOUR BASE**

If the training needs of your command are not met by the schedule shown, it is possible for NPC MWR Training Branch to schedule this course at your base. You must be willing to pay the travel and per diem expenses for the course manager. This is almost always less expensive than sending several people TDY from your installation to another in order to attend this course. You must have eight persons to be trained. Some installations invite other nearby installations to the course in order to take full advantage of the training opportunity. If you are interested, fax your request to DSN 882-6847 or Commercial (901) 874-6847, or mail your request to Navy Personnel Command, MWR Training Branch (PERS-654), 5720 Integrity Drive, Millington, TN 38055-6540. For more information, contact Veronica Williams at: DSN 882-6717, Commercial (901) 874-6717 or e-mail: [Veronica.Williams@persnet.navy.mil](mailto:Veronica.Williams@persnet.navy.mil).

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**FY-04 & FY-05**  
**Morale, Welfare and Recreation (MWR) Training Program**

**Training Schedule Synopsis**

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**\*\*\* All dates subject to change. \*\*\***

<b>Catering Professionals' Course (CX) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
CX 04-1	Fort Lee, VA	27 Jan - 5 Feb 2004
CX 04-2	Fort Lee, VA	24 Aug - 2 Sep 2004

<b>Culinary Skills Course - Catering (CS) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
CS 04-1	Fort Lee, VA	20-29 Apr 2004
CS 04-2	Fort Lee, VA	27 Jul - 5 Aug 2004

<b>Culinary Skills Course - Full Service (CC) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
CC 04-1	Fort Lee, VA	17-21 Nov 2003
CC 04-2	Fort Lee, VA	24 - 28 May 04

<b>Culinary Skills Course - Snack Bar (FF) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
FF 04-1	Fort Lee, VA	1-5 Dec 2003
FF 04-2	Fort Lee, VA	9-13 Aug 2004

<b>Joint Services Food &amp; Beverage Automation Course (FA) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
FA 04-1	Fort Lee, VA	20-23 Jan 2004 FOOD-TRAK
FA 04-2	Fort Lee, VA	24-27 Feb 2004 Event Master
FA 04-3	Fort Lee, VA	11-14 May 2004 FOOD-TRAK
FA 04-4	Fort Lee, VA	13-16 Jul 2004 Event Master

<b>Joint Services Food &amp; Beverage Management Course (FB) FY-04</b>		
<b>Class No.</b>	<b>Location</b>	<b>Date</b>
FB 04-1*	Korea	14-23 Oct 2003
FB 04-2	Fort Lee, VA	9-25 Mar 2004
FB 04-3	Fort Lee, VA	15 Jun - 1 Jul 2004
FB 04-4	Fort Lee, VA	21 Sep - 7 Oct 2004

*\* Indicates Special Snack Bar (Quick-Service) Management Course*

**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**


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Leadership Skills for Managers			
FY-04		FY-05	
Location	Date	Location	Date
San Diego, CA	6-10 Oct 2003	Mid-Atlantic Region	14-18 Feb 2005
Seattle Region	27-31 Oct 2003	Okinawa, JA	6-10 Jun 2005
Rota, SP	3-7 Nov 2003		
Mayport, FL	17-21 Nov 2003		
NBVC Point Mugu, CA	17-21 Nov 2003		
Pearl Harbor, HI	8-12 Dec 2003		
San Diego, CA	2-6 Feb 2004		
Great Lakes, IL	9-13 Feb 2004		
Kings Bay, GA	9-13 Feb 2004		
Mid-Atlantic Region	9-13 Feb 2004		
Naples, IT	Feb/Mar 2004		
Seattle Region	1-5 Mar 2004		
Pearl Harbor, HI	8-12 Mar 2004		
NBVC Point Mugu, CA	5-9 Apr 2004		
Yokosuka, JA	3-7 May 2004		
Okinawa, JA	7-11 Jun 2004		
San Diego, CA	14-18 Jun 2004		
Fallon, NV	21-25 Jun 2004		
Lemoore, CA	16-20 Aug 2004		
San Diego, CA	23-27 Aug 2004		



<b>MWR Directors' Seminar FY-04</b>	
<b>Location</b>	<b>Date</b>
Millington, TN	2-4 Dec 2003

<b>MWR Managers' Course</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
NBVC Point Mugu, CA	20-24 Oct 2003	Great Lakes, IL	25-29 Oct 2004
Norfolk, VA	27-31 Oct 2003	Yokosuka, JA	7-11 Mar 2005
Great Lakes, IL	27-31 Oct 2003	Okinawa, JA	23-27 May 2005
Keflavik, IC	27-31 Oct 2003	Yokosuka, JA	19-23 Sep 2005
Yokosuka, JA	17-21 Nov 2003		
NBVC Point Mugu, CA	8-12 Dec 2003		
San Diego, CA	5-9 Jan 2004		
Guantanamo Bay CU	26-30 Jan 2004		
Naples, IT	26-30 Jan 2004		
Pearl Harbor, HI	9-13 Feb 2004		
Yokosuka, JA	9-13 Feb 2004		
Rota, SP	23-27 Feb 2004		
NBVC Point Mugu, CA	1-5 Mar 2004		
Fallon, NV	22-26 Mar 2004		
Keflavik, IC	22-26 Mar 2004		
Mayport, FL	17-21 May 2004		
San Diego, CA	17-21 May 2004		
Okinawa, JA	24-28 May 2004		
Naples, IT	26-30 Jul 2004		
NBVC Point Mugu, CA	19-23 Jul 2004		
Rota, SP	9-13 Aug 2004		
Lemoore, CA	20-24 Sep 2004		
Pearl Harbor, HI	20-24 Sep 2004		

**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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<b>MWR Senior Managers' Financial Management FY-04</b>
This course is available only as a request course. You must be willing to pay travel and per diem expenses of the course manager.

<b>MWR Support Services Workshop</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
Millington, TN	19-23 Apr 2004		

<b>NAFI Fiscal Oversight and Internal Controls Review</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
Washington, DC	17-21 Nov 2003		
Yokosuka, JA	26-30 Jan 2004		
Cape Canaveral, FL	26-30 Jul 2004		
Europe	16-20 Aug 2004		

<b>Nonappropriated Fund Procurement Training NAF Contracting - Basic</b>
This course will be offered by correspondence course only. Please refer to pages 59-60 for information and application procedure.

Nonappropriated Fund Procurement Training NAF Contracting - Advanced FY-04	
Location	Date
Norfolk, VA	10-20 May 2004

<b>Recreation and Mess Central Accounting System (RAMCAS)</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
Mechanicsburg, PA	20-24 Oct 2003	Mechanicsburg, PA	25-29 Oct 2004
Gulfport, MS	17-21 Nov 2003	Okinawa, JA	11-15 Jul 2005
Yokosuka, JA	2-6 Feb 2004		
Dahlgren, VA	9-13 Feb 2004		
Gulfport, MS	15-19 Mar 2004		
Okinawa, JA	12-16 Jul 2004		
Europe	23-27 Aug 2004		

**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

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<b>Star Service: Coordinator Training</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
Millington, TN	9-11 Feb 2004	Millington, TN	7-9 Feb 2005
Millington, TN	12-14 Jul 2004	Millington, TN	11-13 Jul 2005

<b>Star Service: Facilitator Certification</b>			
<b>FY-04</b>		<b>FY-05</b>	
<b>Location</b>	<b>Date</b>	<b>Location</b>	<b>Date</b>
Millington, TN	9-13 Feb 2004	Millington, TN	7-11 Feb 2005
Millington, TN	12-16 Jul 2004	Millington, TN	11-15 Jul 2005

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## FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program

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**MWR Related Conferences  
and Workshops**

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Meeting/Association	Dates/locations	Principal Audience (others may be interested)	For More Information Contact
National Recreation and Park Association (NRPA) Congress and Expo	21-25 October 2003 St. Louis MO  20-21 October 2003 Navy Meeting  22 October 2003 AFRS Awards Breakfast and Meeting  21-25 October 2003 NRPA Congress and Expo	Program Managers Recreation Directors Programmers	National Recreation and Park Association (703) 858-0784 Webpage: <a href="http://www.nrpa.org">www.nrpa.org</a>  NPC POC: MWR Training Branch (PERS-654) Phone: (901) 874-6717
Night Club & Bar Show Beverage Retailer Trade Show	21-22 October 2003 Ernest N. Morial Convention Center New Orleans, LA	Hospitality Directors Food & Beverage Managers Bar Managers Club Managers Catering Managers	NPC: Business Activities (PERS-655F2) Phone: (901) 874-6648
Automotive Aftermarket Industry Week	4-7 November 2003 Las Vegas, NV	Auto Skills Shop Managers	AAIW (708) 226-1300  NPC POC: Community Support (PERS-659) Phone: 901 874-6699
International Conference on Outdoor Recreation Education (ICORE)	4-9 November 2003 Utah	Outdoor Recreation Staff; Programmers and Activity Directors	ICORE (513) 529-1439  NPC POC: Community Support (PERS-659) Phone: 901 874-6699

**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**

<b>Meeting/Association</b>	<b>Dates/locations</b>	<b>Principal Audience (others may be interested)</b>	<b>For More Information Contact</b>
National Association for the Education of Young Children (NAEYC)	November 2003	Training & Curriculum Specialist	NAEYC 202-232-8777 Webpage: www.naeyc.org  NPC POC: Community Support (PERS-659) Phone: 901 874-6699
HR Personnelists	November 2003 New Sanno, Singapore  8-10 June 2004 Millington, TN	Business Managers NAF Personnel Managers	NPC POC: NAF Personnel and Benefits (PERS-653) Phone: (901) 874-6712
ITT Joint Services	January 2004	ITT Managers	NPC POC's: Community Support (PERS-659) Phone: 901 874-6699
National Association of Catering Executives, (NACE)	10-12 January 2004 Anchorage, Alaska  19-21 July 2004 San Diego, CA		NPC POC: Business Activities (PERS-655) Phone: (901) 874-6649
Armed Forces Golf Manager's Workshop in conjunction with PGA Merchandise Show	25-28 January 2004 Crowne Plaza Orlando, FL  29 January - 1 February 2004 Crowne Plaza Orlando, FL	Golf Managers Golf Professionals Superintendents Head Groundkeeper	NPC POC: Business Activities (PERS-655C) Phone: (901) 874-6643
Winter Retailer Market	January/February 2004 Las Vegas, NV	Outdoor Recreation Staff and Programmers	NPC POC's: Community Support (PERS-659) Phone: 901 874-6699
Golf Course Superintendents Association of America Conference	9-14 February 2004 Marriott Harbor & Marina & San Diego Convention Center San Diego, CA	Golf Managers Golf Professionals Superintendents Head, Groundskeeper	NPC POC: Business Activities (PERS-655C) Phone: (901) 874-6648
National School Age Care Alliance Conference	26-28 February 2004 Tampa, FL	SAC Directors	National School Age Care Alliance Phone: (617) 298-5012  NPC POC: Community Support (PERS-659) Phone: 901 874-6699

**MWR Related Conferences and Workshops**

<b>Meeting/Association</b>	<b>Dates/locations</b>	<b>Principal Audience (others may be interested)</b>	<b>For More Information Contact</b>
Navy Youth & SAC Program Training	March 2004 TBD	Youth Directors' SAC Coordinators	NPC POC's: Community Support (PERS-659) Phone: 901 874-6699
Night Club & Bar Show Beverage Retailer Trade Show	09-10 March 2004 Las Vegas Convention Center Las Vegas, NV	Hospitality Directors Food & Beverage Managers Bar Managers Club Managers Catering Managers	NPC: Business Activities (PERS-655F2) Phone: (901) 874-6648
IMCEA "Spirit of Excellence IV" Catering and Bingo Conference	10-13 March 2004 Las Vegas, NV Hotel	Bar Managers Hospitality Directors F&B Managers Club Managers Catering Managers Bingo Program Managers	NPC POC: Business Activities (PERS-655F2) Phone: (901) 874-6648
MWR Communications Workshop	29 March - 2 Apr 2004 NPC Millington, TN	Regional MWR Marking Directors Marketing Directors MWR PAOs MWR Graphic Illustrators	NPC POC: Policy & Management Assistance (PERS-658) Phone (901) 874-6626
MWR Support Services Workshop	19-23 April 2004 NPC Millington, TN	Business Managers Accounting Supervisors Support Services Manager Personnel Manager	NPC POC: Policy & Management Assistance (PERS-658) Phone (901) 874-6626
Navy Flying Club Workshop	26-28 April 2004 NPC Millington, TN	Flying Club Program Managers	NPC POC: Policy & Management Assistance (PERS-658) Phone (901) 874-6626
Navy Youth Training and Boys and Girls Clubs of America National Conference (B&GCA)	May 2004 San Antonio, TX	Youth Directors Teen Programmers	Boys and Girls Clubs of America Phone: (404) 815-5725  NPC POC's: Community Support (PERS-659) Phone: 901 874-6699
National Restaurant Association Restaurant Hotel & Motel Show	22-25 May 2004 McCormick Place Chicago, IL	Hospitality Directors F&B Managers Club Managers Catering Managers	NPC POC: Business Activity Branch (PERS-655F2) Phone: (901) 874-6648
Outdoor Recreation Conference	May/June 2004 Dow Pines Northeast Region	Outdoor Recreation Managers	NPC POC: Community Support (PERS-659) Phone: 901 874-6699

**FY-04 & FY-05 Morale, Welfare and Recreation (MWR) Training Program**


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<b>Meeting/Association</b>	<b>Dates/locations</b>	<b>Principal Audience (others may be interested)</b>	<b>For More Information Contact</b>
Armed Forces Bowling Training Program and Bowl Expo 2004	27 June - 1 July 2004 Las Vegas Hilton & Las Vegas Convention Center Las Vegas, NV	Bowling Center Managers Bowling Mechanics Bowling Coaches	NPC POC: Business Activities (PERS-655C) Phone: (901) 874-6651
National Association for Family Child Care (NAFCC)	June/July 2004	CDC Directors CDH Directors	National Association for Family Child Care Phone: (801) 269-9338  NPC POC: Community Support (PERS-659) Phone: 901 874-6699
Boys and Girls Clubs of America Regional Training (B&GCA)	19-22 August 2004 Southwest Region Doubletree Hotel & Executive Meeting Center Plano, TX  26-29 August 2004 Pacific Northwest Region Hyatt Regency Bellevue Bellevue, WA  3-5 September 2004 Midwest Region Hilton Milwaukee City Center Milwaukee, WI  4-7 September 2004 Pacific South Grand Hyatt San Francisco San Francisco, CA  9-12 September 2004 Southeast Region Hyatt Regency New Orleans, LA  10-12 September 2004 Northeast Region Crowne Plaza Hotel at the Crossings Warwick, RI	Youth Directors Teen Programmers	Boys and Girls Clubs of America Phone: (404) 815-5725  NPC POC's: Community Support (PERS-659) Phone: 901 874-6699



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**MWR Related Conferences and Workshops**


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<b>Meeting/Association</b>	<b>Dates/locations</b>	<b>Principal Audience (others may be interested)</b>	<b>For More Information Contact</b>
ALA MWR EXPO	25-26 August 2004 Navy Management  23-24 Denver, CO	MWR Directors Echelon II MWR Staffs Region MWR Staffs	NPC POC: MWR Training Branch (PERS-654) Phone: (901) 874-6717
International Military Community Executives Association (IMCEA) in conjunction with ALA MWR Expo	25-26 August 2004 Denver Marriott Denver Convention Center Denver, CO	Food and Beverage Managers Hospitality Directors Club Managers Catering Managers	NPC POC: Business Activities (PERS-655F2) Phone: (901) 874-6648
ITT Cruise Training	September 2004	ITT Managers	NPC POC's: Community Support (PERS-659) Phone: 901 874-6699
Fleet Recreation Workshop	TBA	Fleet Recreation Coordinators (Fleet) Fund Custodians (Fleet) Recreation Services Officers	NPC POC: Mission Essential (PERS-651) Phone: 901 874-6620
Liberty Conference	TBA	Liberty/Single Sailor Program Coordinators	NPC POC: Mission Essential (PERS-651) Phone: 901 874-6620
Athletic Business Conference		Fitness Directors Athletic Directors	Athletic Business Conference Phone: 800 722-8764 Webpage: <a href="http://www.athleticbusiness.com">www.athleticbusiness.com</a>  NPC POC: Mission Essential (PERS-651) Phone: 901 874-6620

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**NAVY PERSONNEL COMMAND (NPC)**  
**Morale, Welfare, and Recreation Training Branch (PERS-654)**

**Course Application**

Commercial: (901) 874-6847

Fax DSN: 882-6847

Name:  <div style="display: flex; justify-content: space-between; width: 100%;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>MI</i></span> </div>		Grade:	SSN:
Official Mailing Address:		Telephone: DSN: Commercial: (     ) Fax:	
E-mail Address:			
Current Job Title:		When were you assigned to this position?	
Are you attached to: BQ (   ) MWR (   ) or Other: _____		Month:	Year:
Program Assignment ( <i>i.e. Child Care, Clubs, Recreation Center, etc.</i> ):			
Course Applying For:	Course Location:	Alternate Course Location:	
	Course Dates:	Alternate Dates:	
Description of Duties:			
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p>GENERAL: This information is pursuant to Public Law 93-570 (Privacy Act of 1974), for individuals completing Federal nominations for training. AUTHORITY: The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118). PURPOSES AND USES: Information on this form is used in the administration of the NPC MWR Training Program. The purpose of this form is to document the nomination and selection of trainees. EFFECTS OF NONDISCLOSURE: Personal information in this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs. INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-679, SEC 7b: Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN is authorized under the provisions of Executive Order 9397, dated Nov 22, 1943. The information gathered through the use of the SSN will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN will also be used for the selection of personnel to be included in statistical studies of training management matters. The use of the SSN is made necessary because of large numbers of Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.</p>			
Applicant's Signature and Date:		Authorizing Official ( <i>Name, Title and Grade</i> ):  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>(Please print or type)</i>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature:</i>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorizing Official's e-mail address:	

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